



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

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August 4, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions, and the departmental staffing provisions by making a salary change, by reclassifying positions in one (1) County department, and by making technical corrections.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the salary of one (1) unclassified position, to implement the results of various classification studies, and to make technical corrections.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified downward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

### **Salary Change**

A range adjustment for the Chief Deputy Director, ISD (UC) is recommended to provide a two-range superior/subordinate pay differential between this position and the department director (R21) (Attachment A). Superior/subordinate pay range differential guidelines were initially outlined in our March 27, 2007 letter to your Board regarding Management Appraisal and Performance Plan (MAPP) changes. Since only the salary range designation is being changed versus the actual pay rate, there will be no change to the incumbent's current salary.

### **Technical Corrections**

We are correcting the salary for the Administrative Analyst classification which was originally added to the County's Classification Plan, and adopted by your Board on August 12, 2008 (Attachment A). Due to an inadvertent error, a compensation provision applicable to most non-MAPP classifications was not included. Specifically, the provision extends the standard five-step salary range to seven steps (i.e., two additional half step adjustments of 2.75% each). Advancement beyond the fifth step is contingent upon the completion of at least one year of service at the prior step. All 30 positions are currently ordinances only within the Department of Human Resources.

We are also amending the Assessor's staffing provision to correct a posting error made in our FY 2009-10 Proposed Budget Board ordinance as adopted by your Board on June 30, 2009.

#### Reclassifications

Based upon individual position studies, we recommend that three (3) ordained positions in one (1) department be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

#### **FISCAL IMPACT/FINANCING**

The projected budgeted savings resulting from the reclassifications and salary changes recommended is estimated to total \$6,797 (all funds). Net County savings is estimated to be \$272. Cost increases associated with the compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

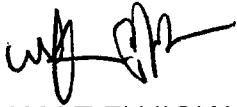
Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A**

**UNCLASSIFIED POSITION RECOMMENDED FOR SALARY CHANGE**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary</b>	<b>Recommended Salary</b>
4264	Chief Deputy Director, ISD (UC)	N23 R17	N23 R19

**TECHNICAL CORRECTION**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary Schedule &amp; Level</b>	<b>Recommended Correction to Salary Schedule &amp; Level</b>
0902	Administrative Analyst	90D	NM 90D

## ATTACHMENT B

### RECOMMENDATIONS FOR POSITION RECLASSIFICATION

#### INTERNAL SERVICES DEPARTMENT

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Assistant III NM 85K Represented	Senior Typist-Clerk NMV 67D Represented
1	Information Technology Aide NM 71F Represented	Senior Typist-Clerk NMV 67D Represented
1	Parking Lot Sweeper Operator NM 61G Represented	Custodian NM 56D Represented

The Administrative Assistant III and Information Technology Aide positions report to an Intermediate Supervising Typist-Clerk and are assigned to the Purchasing Division, Purchasing Programs Section, Vendor Relations Unit. These positions perform skilled typing work and highly specialized clerical duties which are more consistent with the allocation standards for the Senior Typist-Clerk. Therefore, we recommend downward reclassification of these positions to Senior Typist-Clerk.

The Parking Lot Sweeper Operator position reports to a Custodian Supervisor and is assigned to the Facilities Operations Service, Custodial Services Division, Custodial Services District. The position is responsible for maintaining County buildings, facilities, and offices in a clean and orderly manner.

The assigned duties of this position are more consistent with those performed by positions allocated countywide as Custodian. Therefore, we recommend downward reclassification to Custodian. In addition, since this position no longer utilizes parking lot sweeper equipment and is the only Parking Lot Sweeper Operator position in the County, the class will be deleted once vacated.

## ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Changing the salary for two (2) non-represented classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Assessor and Internal Services.

ROBERT E. KALUNIAN  
Acting County Counsel

By:   
HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Division

HSM:asv

Requested: 06-19-09

Revised: 07-16-09

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies and to make technical corrections.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to change the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
0902	ADMINISTRATIVE ANALYST	08/12/2008		89C
		01/01/2009		90D
		_____*	<u>NM</u>	<u>90D</u>
4264	CHIEF DEPUTY DIRECTOR,ISD(UC)	10/01/2006	N23	R17
		04/01/2007	N23	R17
		07/01/2007	N23	R17
		01/01/2008	N23	R17
		01/01/2009	N23	R17
		_____*	<u>N23</u>	<u>R19</u>

**SECTION 2.** Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	190 <u>226</u>	INTERMEDIATE CLERK

**SECTION 3.** Section 6.81.010 (Internal Services Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6757A	4	<del>PARKING LOT SWEEPER OPERATOR</del>

**SECTION 4.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	43 <u>12</u>	ADMINISTRATIVE ASSISTANT III
6774A	95 <u>96</u>	CUSTODIAN
2584A	49 <u>18</u>	INFORMATION TECHNOLOGY AIDE
2216A	50 <u>52</u>	SENIOR TYPIST-CLERK

**SECTION 5.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the compensation changes recommended to Section 6.28.050 of the County Code.

[RECLASSAUG09KPCEO]